

**NetworkMaryland Advisory Group**  
**Monthly Meeting**  
April 15, 2003, 9:00 am – 1:00 pm  
Maryland Department of Budget and Management  
Annapolis, Maryland

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ADVISORY GROUP ATTENDEES:

Margo Burnette (Vice Chair)  
Ellis Kitchen  
Judi Wood  
Richard Aldridge  
Jeffrey Bank  
William Morrow

Stuart Ragland (Alt. for P. Wallace)  
Richard Rose  
Paul Thorn  
Renee Winsky  
Chuck Bristow  
Barb Pivec  
Susan Ockert (for Lewis Powell)

DBM STAFF ATTENDEES:

Pat Stevens  
Jason Ross  
Mary Ann Slack  
Tim Kwong

ENGINEERING COMMITTEE MEMBERS:

Richard Dye  
Ron Ward

GUESTS:

Conrad L. Conner  
Michael Van Zetta  
Kathy Dalton  
Amy Demarco

Reported By:	Presentation Topics	Comments and Actions	Completion
M. Burnette	<b><u>Call to Order</u></b> – The Meeting was called to order at 9:00 am		
Members	<b><u>Approval of March Minutes</u></b> – The Members approved the minutes from the March meeting.		
	<b><u>Changes in Advisory Group</u></b> <ul style="list-style-type: none"> <li>• Eastern Shore <ul style="list-style-type: none"> <li>- Barb Pivec is the new representative for the Eastern Shore</li> </ul> </li> <li>• DBM CIO Ellis Kitchen <ul style="list-style-type: none"> <li>- Focus of Statewide Network</li> </ul> </li> </ul>		
Jason Ross Tim Kwong	<b><u>Overview of networkMaryland Services</u></b>  Jason and Tim provided an overview of the networkMaryland Services, as described below:  <b>Provides networkMaryland Services</b> <ul style="list-style-type: none"> <li>• Private Network Services (Layer 2 or circuit-switched) <ul style="list-style-type: none"> <li>– Provide resource for entities to build out their own internal WAN infrastructures</li> </ul> </li> <li>• Statewide Government Intranet (SwGI) <ul style="list-style-type: none"> <li>– Provide centralized resource for State entities to communicate with other State governmental entities and data centers</li> </ul> </li> <li>• Internet Services (ISP) <ul style="list-style-type: none"> <li>– Provide centralized resource for State entities to communicate with entities and data centers beyond the Maryland State Government</li> </ul> </li> </ul> <b>Technical Level Requirements</b> <b>Internet Services Solution</b> <ul style="list-style-type: none"> <li>• Robust Internet Service Provider <ul style="list-style-type: none"> <li>– Redundant Tier 1 ISP services, currently provided by Qwest and WorldCom</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>– BGP environment allows for load sharing and uninterrupted service in the event of an ISP circuit failure</li> <li>– NetworkMaryland creates an economy of scale for ISP services, reducing costs</li> <li>– In the event of a financial failure of one of the current ISP's, customers will see uninterrupted service and will not be required to change IP addressing as new providers are brought on to the network</li> </ul> <p><b>Intranet Network Services Solution</b></p> <ul style="list-style-type: none"> <li>• Statewide Government Intranet (SwGI) was created to meet this need within the State <ul style="list-style-type: none"> <li>– Allows agencies directly connected to the AMAN or BMAN to a high-speed connection to other connected agencies</li> <li>– Allows the State government to create and share resources like FMIS, WebFleet Master, MVA applications and email relay services</li> <li>– Creates a separate domain that is made up of shared bandwidth, thus reducing the overall costs for agencies</li> <li>– Eliminates unnecessary Internet traffic, thus reducing costs of ISP services</li> </ul> </li> </ul>		
Renee Winsky	<p><b><u>House Bill 697</u></b></p> <ul style="list-style-type: none"> <li>• Bill Was passed</li> <li>• Task force created that will focus on private sector broadband needs and solutions for rural areas.</li> </ul> <p>Renee also reported that 3 Regional studies will be done within the next 6 months</p>	<p>Richard Rose suggested that education be included.</p> <p>The bill includes 3 technical experts from education or public sector who will be appointed by the Governor.</p>	

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Margo Burnette	<b><u>Status of Project</u></b> <ul style="list-style-type: none"> <li>FY 04 capital funding request of \$5M has been approved to complete the core</li> <li>Project schedule for FY04 activities was reviewed</li> </ul>		
Mary Ann Slack	<b>Resource Share and Non Standard Proposals</b> <ul style="list-style-type: none"> <li>FiberGate <ul style="list-style-type: none"> <li>On BPW Agenda for 4/30/03</li> <li>If approved, anticipate late-summer availability</li> </ul> </li> <li>MPT <ul style="list-style-type: none"> <li>Fiber use approved by Ellis Kitchen, DBM CIO</li> <li>Interested parties to discuss use with MPT/nwMD</li> </ul> </li> </ul>		
Renee Winsky	<b><u>Communications Committee</u></b> <ul style="list-style-type: none"> <li>Need to revisit committee members and replace those that have resigned.</li> <li>Suggest Pat Stevens work with Renee as to what kind of information to place on the nwMD Website</li> </ul>		
Stuart Ragland for Pat Wallace	<p>Closed Session</p> <p><b><u>Policy/Bylaws Committee</u></b></p> <p>Following recommendations for changes to the by-laws were presented by the Committee:</p>		

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	<p><b>Recommended Annual Review of Bylaws and approval in June.</b>  Send any changes or additions to pwallace@epfl.net by May 16th.  Committee will present recommendations at June 17th meeting.</p> <p><b>Membership</b>  Make provision for annual ratification of the Bylaws  Establish biennial re-certification process  Add conditions for vacancies</p> <p><b>Annual Validation of Bylaws (June)</b>  Provides a formal opportunity for discussion and a focus on all aspects of the document  Allows for organized growth and changes in the document at stated times  Allows the still very new document some time to perform as is.</p> <p><b>Re-certification Process</b>  Allows appointing groups to make decisions on representation at stated times</p> <p><b>Conditions for Vacancies</b>  Allows that alternate can be seated in cases of job transfer, retirement, etc.  Appointing Group can designate a new member</p> <p><b>Decision Process</b>  Covered by statements in existing Bylaws, e.g., Robert's Rules of Order, voting quorums, etc.</p>	<p>Renee Winsky made a motion not to make any changes to the By-laws at this time, until the Governance Structure was defined.</p> <p>Motion was seconded  Members all in favor</p>	

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Judi Wood	<p><b><u>ITAC Working Group Report</u></b></p> <p>Judi reported on activities of newly formed ITAC nwMd Working Group. Working Group defined the following areas as focus:</p> <ul style="list-style-type: none"> <li>• Define business requirements for state network</li> <li>• Define recommended governance and model of operation</li> <li>• Define technical resources and collaboration between state agencies for migration support</li> <li>• IP Addressing migration plan</li> <li>• Leverage existing resource for operations</li> <li>• Strategies to address legislation</li> <li>• Rate structure and cost recovery model</li> </ul> <p>Judi reported that the first meeting had been held, and the next meeting scheduled for April 23.</p>		
Richard Rose	<p><b><u>Cost Model Working Group Report</u></b></p> <ul style="list-style-type: none"> <li>• Committee included Richard Rose, Peggy Phillips for Chuck Bristow, Renee Winsky, Susan Ockart, Mike Walsh and Dick Aldridge</li> <li>• Richard presented and reviewed 5 alternatives</li> <li>• The basis for the fixed cost models include agency budget, unit measure and internet utilization</li> <li>• The models can be viewed on: <a href="http://www.usmd.edu/nwmd/models/alternatives">http://www.usmd.edu/nwmd/models/alternatives</a></li> </ul>		
Margo Burnette	<p><b><u>Governance Models</u></b></p> <ul style="list-style-type: none"> <li>• Models were reviewed for Iowa (<a href="http://www.icn.state.ia.us">www.icn.state.ia.us</a>) and Virginia</li> <li>• Requested that members provide input at least one week prior to next Advisory Group meeting</li> </ul>	Ellis pointed out that focus is on public sector	
	<b><u>Engineering Committee</u></b>		

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Margo Burnette  Jason Ross	<p>There was no engineering committee meeting in April Jeff Blank has resigned as Chairperson due to limited resources.</p> <p>Jason discussed issues and Opportunities surrounding the Core Design</p> <p><b>Issues:</b></p> <ul style="list-style-type: none"> <li>• Marconi card end of life</li> <li>• Ciena expense and bandwidth requirements</li> <li>• Future maintenance costs of network</li> </ul> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Opportunity to consider more flexibly solution</li> <li>• Sonet transport layer being considered</li> <li>• More cost efficient solution and can reach more areas</li> </ul>	<p><u>Chuck Bristow</u> recommended Will Morrow as Chair <u>Renee Winsky</u> 2<sup>nd</sup> the motion Motion approved accepted.</p> <p>Chuck Bristow referenced that MDOT should be included on the HB 697 Task Force and have a role and responsibility in managing the right of way and resource fiber sharing.</p>	
	<p><b><u>General Comments</u></b></p> <ul style="list-style-type: none"> <li>• NWMD Meetings are scheduled for the 3<sup>rd</sup> Tuesday of each month.</li> </ul>	<p>If anyone would like to host a meeting please get with Pat Stevens. Meeting locations are not always available.</p>	
	<p><b><u>Adjournment</u></b> – The meeting adjourned at 12:55 p.m.</p>		

**Minutes Recorded by:**  
Pat Stevens